## Job Opportunity Bulletin

Post Date: 4/5/2013

#### JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES

Please visit our website at www.dds.ca.gov

Please refer to:

Position #: 473-147-5758-001

**Mail** your application to:

Department of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Melissa Woodall

All applications will be screened and only the most qualified will be interviewed.

#### **CONTACT INFORMATION**

Name: Melissa Woodall

Number: (916) 322-9001

Email:

melissa.woodall@dds.ca.gov



### DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9<sup>th</sup> Street, MS-Q Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

#### Research Program Specialist II

Salary \$5,309 - \$6,451
Permanent, Full-Time
FINAL FILING DATE: Until Filled

The Department of Developmental Services' (DDS) Estimates Section is currently seeking a Research Program Specialist (RPS) II to work in a fast paced environment. If you are interested in Estimates and enjoy challenging assignments, we have an opportunity for you in the Estimates Section.

The RPS II is responsible for developing and explaining complex fiscal estimates relating to regional center community services for people with developmental disabilities and their families. The RPS II also provides ongoing technical assistance and consultation to management, state control agencies, and legislative staff regarding fiscal estimates of regional center costs. For complete duties, please see duty statement on following pages.

Desirable Qualifications, Knowledge, Skills and Abilities:

- Strong analytical and writing skills;
- Ability to use good judgment, dependability and tact;
- Proficiency with Excel and other Microsoft Office programs;
- Ability to work under stressful conditions and irregular hours during peak workload periods.

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit a STD. 678 application. Please include: the basis of your eligibility in the 'Explanations' section and position #473-147-5758-001 in the 'Job Title' section of your application.

# Department of Developmental Services Administration Division Financial Services Branch Estimates Section

#### **DUTY STATEMENT**

JOB TITLE: Research Program Specialist II

**POSITION #** 473-147-5758-001

**GENERAL STATEMENT OF DUTIES:** Under the general direction of the Chief of the Estimates Section, the Research Program Specialist II (RPS II) responsible for developing and explaining complex fiscal estimates relating to regional center community services for people with developmental disabilities and their families. The RPS II also provides ongoing technical assistance and consultation to Department of Developmental Services (DDS) management, state control agencies, and legislative staff regarding fiscal estimates of regional center costs.

**SUPERVISION RECEIVED:** Reports to the Staff Services Manager III, Chief of the Estimates Section.

SUPERVISION EXERCISED: None.

**TYPICAL PHYSICAL DEMANDS:** Requires working under stressful conditions and irregular hours during peak workload periods. Physical demands require sitting for long periods of time while using a personal computer or reviewing documents and working papers.

**TYPICAL WORKING CONDITIONS:** Open-spaced, partitioned offices with smoke-free environment.

#### **EXAMPLES OF DUTIES:**

45% Serves in a lead capacity over a group of Research Analysts II in preparing the biannual Regional Center Purchase of Service Estimate, a major local assistance estimate included in the Governor's Budget. This includes quantifying estimated regional center population and fiscal impact while applying research methodology, technical and mathematical procedures. This may require the innovative, original and/or creative development of complex data sources, sometimes from outside the Department. Statistical procedures employed may include the design and development of new service provider surveys, and/or the adaptation of existing ones.

Research Program Specialist II
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- 20% Design and develop defensible estimating methodologies for quantifying the fiscal impact on the regional center community service system. This requires a comprehensive understanding of the differences between current laws and often complex, proposed legal language and knowledge of the various databases available and their limitations.
- 10% Act as subject matter expert and primary resource for DDS while consulting with high-level departmental administrators and university-level instructors on current research and gathering source data and determining impact, and in compiling, editing, defending and reporting methodology and estimated population and fiscal impact. This requires the interpretation of technical, often difficult-to-decipher, statistical findings and quantitative data for use in documents and reports that target a more general audience.
- Collects and maintains data containing information for use in population and fiscal estimates by creating special data sub-files from existing database files and manipulating and exporting such data to the appropriate format.
- 10% Collects and coordinates quantitative data for the DDS response to issues having regional center fiscal impact raised by the Health and Human Services Agency (HHSA), the Department of Finance (DOF), and the Legislature. Directly works with staff from HHSA, DOF and the Legislature.
- Manages independently special analytical/research projects on a variety of related subjects to produce a comprehensive reports summarizing program implementation, efficiency and effectiveness and serves as coordinator or team leader on larger complex projects which may involve members of multiple disciplines.
- 5% Works directly with Budget Section Managers to reconcile regional center budget issues.

Research Program Specialist II	Date	
Debra Jones, Staff Services Manager III	Date	